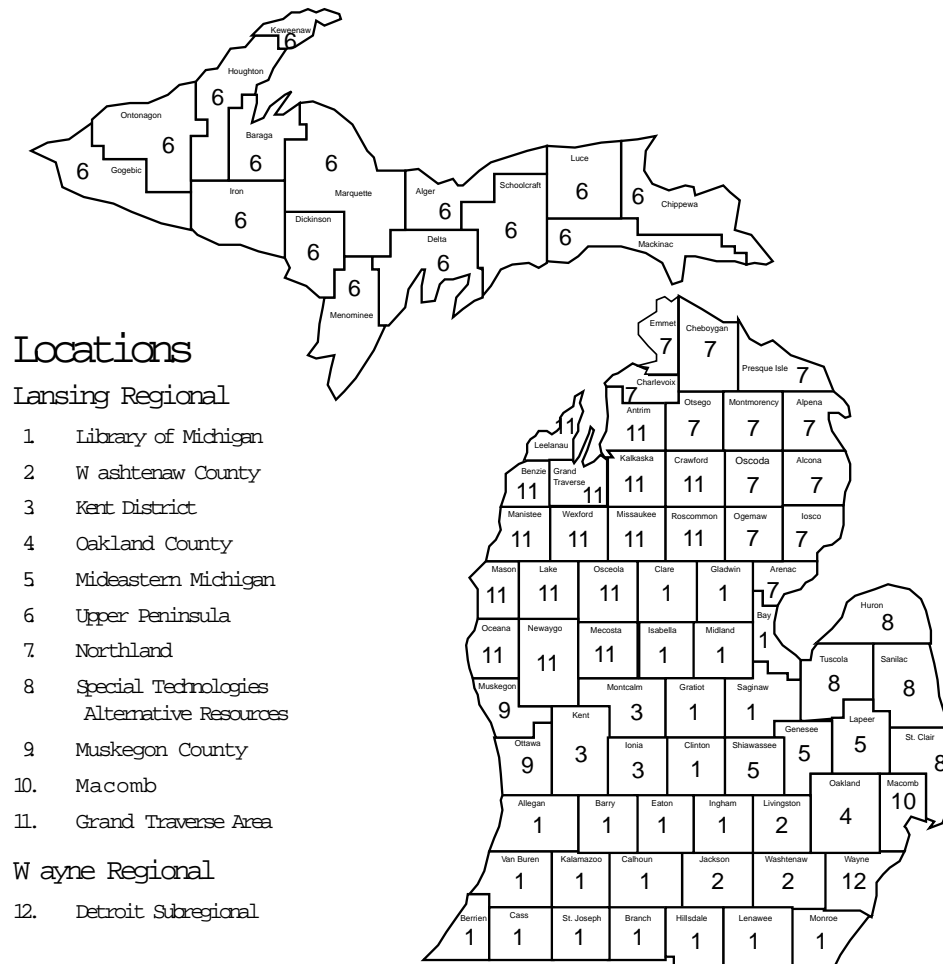


# **Regional and Subregional Libraries**

# Regional and Subregional Libraries

Library of Michigan

Regional and Subregional Libraries  
Serving Blind and Physically Handicapped  
Residents of the State



Regional and Subregional Libraries for the Blind and Physically Handicapped			
Library	City	Type	Service Region
<b>Library of Michigan SBPH</b>	Lansing	Regional	Cassette and disc services to Allegan, Barry, Bay, Berrien, Branch, Calhoun, Cass, Clare, Clinton, Eaton, Gladwin, Gratiot, Hillsdale, Ingham, Isabella, Kalamazoo, Lenawee, Midland, Monroe, Saginaw, St. Joseph, Shiawassee (Sciota and Middlebury Townships only), VanBuren Counties. Braille services for Michigan.
<b>Detroit Subregional LBPH</b>	Detroit	Subregional	Fourteen Zip Codes of the City of Detroit. (48201, 48202, 48203, 48204, 48206, 48207, 48208, 48209, 48210, 48211, 48216, 48217, 48226, 48238)
<b>Grand Traverse Area LBPH</b>	Traverse City	Subregional	Antrim, Benzie, Crawford, Grand Traverse, Kalkaska, Lake, Leelanau, Manistee, Mason, Mecosta, Missaukee, Newaygo, Oceana, Osceola, Roscommon, Wexford Counties.
<b>Kent District LBPH</b>	Grandville	Subregional	Ionia, Kent, Montcalm Counties.
<b>Macomb LBPH</b>	Clinton Township	Subregional	Macomb County.
<b>Mideastern Michigan</b>	Flint	Subregional	Genesee, Lapeer, Shiawassee Counties. (except Sciota and Middlebury Townships)
<b>Muskegon County LBPH</b>	Muskegon	Subregional	Muskegon, Ottawa County.
<b>Northland LBPH</b>	Alpena	Subregional	Alcona, Alpena, Arenac, Charlevoix, Cheboygan, Emmet, Iosco, Montmorency, Ogemaw, Oscoda, Otsego, Presque Isle Counties.
<b>Oakland County LVPI</b>	Pontiac	Subregional	Oakland County.
<b>Special Technologies Alternative Resources</b>	Port Huron	Subregional	Huron, St. Clair, Sanilac, Tuscola Counties.
<b>Upper Peninsula LBPH</b>	Marquette	Subregional	Alger, Baraga, Chippewa, Delta, Dickinson, Gogebic, Houghton, Iron, Keweenaw, Luce, Mackinac, Marquette, Menominee, Ontonagon, Schoolcraft Counties.
<b>Washtenaw County LBPD</b>	Ann Arbor	Subregional	Jackson, Livingston, Washtenaw Counties.
<b>Wayne County Regional LBPH</b>	Westland	Regional	Cassette and disc services to Wayne County except for the 14 zip code areas of the City of Detroit served by the Detroit Subregional LBPH.

## Regional and Subregional Libraries for the Blind and Physically Handicapped

### Technology

Library	Technology Reporting Date	ADA Compliant Workstation	Closed Circuit TV/Magnification System	Internet Access with Speech	Public Access Computer with Speech	Telephone Device for the Deaf	Text to Speech Reading Machine
Detroit Subregional LBPH	1/31/01	X	X	X	X	X	X
Grand Traverse Area LBPH	2/13/01	X	X	X	X	X	X
Kent District LBPH	1/29/01	X	X	X		X	X
Macomb LBPH	12/14/00	X	X			X	X
Mideastern Michigan	1/8/01		X	X	X		X
Muskegon County LBPH	1/22/01		X			X	X
Northland LBPH	11/7/00		X				X
Oakland County LVPI	1/18/01	X	X	X		X	X
Special Tech. Alternative Resources	1/30/01	X	X	X	X		X
Upper Peninsula LBPD	10/17/00	X		X		X	
Washtenaw County LBPD	1/25/01	X	X	X	X		X
Wayne County Regional LBPH	11/30/00	X	X	X	X	X	X
<b>Totals %</b>		<b>9 75%</b>	<b>11 92%</b>	<b>9 75%</b>	<b>6 50%</b>	<b>8 67%</b>	<b>11 92%</b>

### Open Hours, Square Footage and Services

Library	Annual Public Service Hours	Square Footage	Readership	Total Visits	Programs		Total Circulation	Circulation Per Readership
					Offered	Attendance		
Detroit Subregional LBPH	2,376	3,714	863	1,181	52	627	9,326	10.81
Grand Traverse Area LBPH	2,040	1,510	1,017	1,275	1		47,468	46.67
Kent District LBPH	1,887	2,000	1,241	263			33,470	26.97
Macomb LBPH	2,011	1,869	2,545	751	114	7,853	33,410	13.13
Mideastern Michigan	2,334	850	1,084	734	2		45,659	42.12
Muskegon County LBPH	2,250	1,194	788	520			26,474	33.60
Northland LBPH	1,744	2,432	864	3,270	11	582	85,553	99.02
Oakland County LVPI	2,472	6,000	3,095	2,100			85,575	27.65
Special Tech. Alternative Resources	248	1,190	884	515	25	1,154	42,322	47.88
Upper Peninsula LBPD	2,241	1,000	1,268	451	26	835	30,973	24.43
Washtenaw County LBPD	2,112	3,000	1,161	4,161	15	1,005	35,134	30.26
Wayne County Regional LBPH	2,074	7,000	3,944	980	1	100	92,428	23.44
<b>Totals</b>	<b>23,789</b>	<b>31,759</b>	<b>18,754</b>	<b>16,201</b>	<b>247</b>	<b>12,156</b>	<b>567,792</b>	<b>30.28</b>

## Regional and Subregional Libraries for the Blind and Physically Handicapped

### Library Collections Provided by the National Library Service

Library	Braille Materials	Large Print Materials	Recorded Cassettes	Recorded Discs	Total	Readership	Total NLS Collection per Readership
Detroit Subregional LBPH	4	1	9,274		9,279	863	10.75
Grand Traverse Area LBPH			27,000		27,000	1,017	26.55
Kent District LBPH			12,218	22	12,240	1,241	9.86
Macomb LBPH			29,972		29,972	2,545	11.78
Midwestern Michigan			8,000		8,000	1,084	7.38
Muskegon County LBPH	2		14,892	2	14,896	788	18.90
Northland LBPH	50		28,650		28,700	864	33.22
Oakland County LVPI			61,500		61,500	3,095	19.87
Special Tech. Alternative Resources			17,846		17,846	884	20.19
Upper Peninsula LBPD			28,534	3,386	31,920	1,268	25.17
Washtenaw County LBPD			24,127		24,127	1,161	20.78
Wayne County Regional LBPH			96,025		96,025	3,944	24.35
<b>Totals</b>	<b>56</b>	<b>1</b>	<b>358,038</b>	<b>3,410</b>	<b>361,505</b>	<b>18,754</b>	<b>19.28</b>

### Library Collections Not Provided by the National Library Service

Library	Braille Materials	Descriptive Video	Large Print Materials	Recorded Cassettes	Total	Readership	Total Non-NLS Collection per Readership
Detroit Subregional LBPH		47			47	863	0.05
Grand Traverse Area LBPH		83			83	1,017	0.08
Kent District LBPH		107			107	1,241	0.09
Macomb LBPH		427	5,676		6,103	2,545	2.40
Midwestern Michigan		264			264	1,084	0.24
Muskegon County LBPH			2,721		2,721	788	3.45
Northland LBPH	8	132	7,227		7,367	864	8.53
Oakland County LVPI	90	249	3,525	346	4,210	3,095	1.36
Special Tech. Alternative Resources		230	7,300		7,530	884	8.52
Upper Peninsula LBPD		80	3,456		3,536	1,268	2.79
Washtenaw County LBPD		350	3,207	268	3,825	1,161	3.29
Wayne County Regional LBPH	38	417	4,500	1,874	6,829	3,944	1.73
<b>Totals</b>	<b>136</b>	<b>2,386</b>	<b>37,612</b>	<b>2,488</b>	<b>42,622</b>	<b>18,754</b>	<b>2.27</b>

# Regional and Subregional Libraries for the Blind and Physically Handicapped

## Budget and Expenditure

Library	FY 1999/2000 Budget					FY 1999/2000 Expenditure				
	Federal Funds	State Funds	Local Funds	In Kind	Total	Federal Funds	State Funds	Local Funds	In Kind	Total
Detroit Subregional LBPH	\$9,136	\$61,975	\$99,158	\$32,220	\$202,489	\$7,284	\$54,461	\$99,952	\$32,220	\$193,917
Grand Traverse Area LBPH	11,266	46,191	25,721		83,178	11,266	46,191	25,721		83,178
Kent District LBPH	12,575	46,191		66,982	125,748	12,575	46,191		67,122	125,888
Macomb LBPH	63,723	46,192	136,697		246,612	62,530	30,093	136,697		229,320
Mideastern Michigan	10,927	75,742		9,365	96,034	10,927	75,931		9,365	96,223
Muskegon County LBPH	7,593	46,191	34,144		87,928	7,593	46,191	35,484		89,268
Northland LBPH	11,826	63,861	5,009	13,812	94,508	36,265	64,901	5,016	13,884	120,066
Oakland County LVPI	20,845	46,191	253,309		320,345	20,845	46,191	273,861		340,897
Special Tech. Alternative Resources	7,977	46,192	65,190	10,875	130,234	24,694	46,192	65,190	10,875	146,951
Upper Peninsula LBPD	11,832	62,838	1,500	4,750	80,920	11,832	64,717	1,451	4,750	82,750
Washtenaw County LBPD	13,330	46,192	246,650		306,172	13,330	46,192	246,667		306,189
Wayne County Regional LBPH	29,095	95,391	508,479		632,965	29,095	95,391	508,479		632,965
<b>Totals</b>	<b>\$210,125</b>	<b>\$683,147</b>	<b>\$1,375,857</b>	<b>\$138,004</b>	<b>\$2,407,133</b>	<b>\$248,236</b>	<b>\$662,642</b>	<b>\$1,398,518</b>	<b>\$138,216</b>	<b>\$2,447,612</b>

## Variance and Budget

Library	FY 1999/2000 Variance					FY 2000/2001 Budget				
	Federal Funds	State Funds	Local Funds	In Kind	Total	Federal Funds	State Funds	Local Funds	In Kind	Total
Detroit Subregional LBPH	\$1,852	\$7,514	\$-794	\$	\$8,572	\$5,213	\$57,872	\$105,812	\$32,220	\$201,117
Grand Traverse Area LBPH						8,200	55,000	26,493		89,693
Kent District LBPH				140	140	8,073	50,358		67,122	125,553
Macomb LBPH	1,193	16,099			17,292	71,454	46,000	136,697		254,151
Mideastern Michigan		189			189	7,237	80,239		9,500	96,976
Muskegon County LBPH			-1,340		-1,340	6,482	46,191	35,484		88,157
Northland LBPH	-24,439	-1,040	-7	-72	-25,558	57,927	69,952	5,016	13,884	146,779
Oakland County LVPI			-20,552		-20,552	14,359	46,191	290,556		351,106
Special Tech. Alternative Resources	-16,717				-16,717	5,268	50,358	65,200	11,000	131,826
Upper Peninsula LBPD		-1,879	49		-1,830	7,949	66,350	1,500	4,750	80,549
Washtenaw County LBPD			-17		-17	9,213	50,358	246,800		306,371
Wayne County Regional LBPH						17,048	95,391	508,479		620,918
<b>Totals</b>	<b>\$-38,111</b>	<b>\$20,883</b>	<b>\$-22,661</b>	<b>\$68</b>	<b>\$-39,821</b>	<b>\$218,423</b>	<b>\$714,260</b>	<b>\$1,422,037</b>	<b>\$138,476</b>	<b>\$2,493,196</b>

# Regional and Subregional Libraries for the Blind and Physically Handicapped



## FY 2000/2001 REGIONAL/SUBREGIONAL LIBRARY ANNUAL REPORT/STATE AID APPLICATION

This report, or letter of intent to file, must be postmarked on or before February 1, 2001 to be eligible to receive state aid.  
If a letter of intent to file is submitted, the original Annual Report must be postmarked on or before March 31, 2001.  
Refer questions regarding this form to Molly Dwyer at (517) 373-3828 or [annualreportteam@libofmich.lib.mi.us](mailto:annualreportteam@libofmich.lib.mi.us).

Information should only include the Regional/Subregional Library.

This information is current as of the filing date. \_\_\_\_\_  
Date this report is filed

### PART I: DIRECTORY INFORMATION

<b>Current Name of Regional/Subregional Library:</b>	
<b>Name of Host Library:</b>	<b>Previous Name of Regional/Subregional Library:</b> Attach documentation authorizing legal name change, such as Board minutes or establishment documentation. Complete only if name change occurred since last annual report was filed.
<b>Street Address (number, street, etc.):</b> The complete street address of the regional/subregional library. Do not report a post office box or general delivery.	
<b>City:</b> The city or town in which the regional/subregional library is located.	<b>Zip+4:</b> Include the four-digit postal zip code extension for the street address of the regional/subregional library.
<b>County:</b> The county in which the regional/subregional library is located.	<b>Township:</b> The township in which the regional/subregional library is located.
<b>Phone Number:</b> The telephone number of the regional/subregional library, including area code.	<b>Fax Number:</b> The telephone number for the fax machine used for administrative purposes at the main library, including area code.
<b>TDD Phone Number:</b> The number to be called when utilizing a telephone device for the deaf.	
<b>Name of Regional/Subregional Librarian:</b> The name of the official current director of the regional/subregional library. If this position is vacant at the time of filing this report, provide the name and title for the acting or interim director and label as such.	<b>Email Address of Regional/Subregional Librarian:</b> The email address to be used to contact the regional/subregional librarian.
<b>Name of Fiscal Agent:</b> The name of the current fiscal agent.	
<b>Web Address:</b> If the regional/subregional library has a home page accessible over the Internet, please include the web address (e.g. <a href="http://www.library.lib.mi.us/library.html">http://www.library.lib.mi.us/library.html</a> ).	<b>Main Library Phone Number:</b> The telephone number of the main library, including area code.
<b>Host Library Director's Name:</b> The name of the current official host library director. If the director position is vacant at the time of filing this report, provide the name and title for the acting director or interim director and label as such.	<b>Email Address of the Host Library Director:</b> The email address to be used to contact the host library.

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Regional/Subregional - Page 1

### PART II: CURRENT SCHEDULE OF OPEN HOURS

Record current scheduled hours for the regional/subregional library in the blank boxes.

MONDAY	TO	FRIDAY	TO
TUESDAY	TO	SATURDAY	TO
WEDNESDAY	TO	SUNDAY	TO
THURSDAY	TO		

### PART III: TECHNOLOGY

1. Is remote access to your library catalog available? ☐ Yes ☐ No
2. Check the boxes below to indicate the adaptive technology services offered by the library.

(Check all that apply)

- ☐ ADA compliant workstation (accessible to the visually and/or physically disabled)
- ☐ CC/TV (closed circuit television), magnification system
- ☐ Internet access with speech
- ☐ Public access computer with speech
- ☐ Telephone access via telephone device for the deaf (TDD)
- ☐ Text to speech reading machine (e.g. Kurzweil)
- ☐ Other \_\_\_\_\_  
(specify)

**Complete Parts IV - VIII with information from the most recent fiscal year completed prior to October 1, 2000.**

### PART IV: BUDGET AND ACTUAL EXPENDITURES

Financial information must be precise for income and expenditures during the reporting year and should be reported in whole dollars.

Steps to complete this form:

- 1) Report budget and actual expenditures for October 1, 1999 - September 30, 2000.  
Note: The FY 1999/2000 budget should be taken from your last year's Budget Form.
- 2) Calculate variance between FY 1999/2000 budget and actual expenditures.
- 3) Explain any variances - attach additional pages, if necessary.
- 4) Report projected budget for October 1, 2000 - September 30, 2001.

	FY 1999/2000 Budget	FY 1999/2000 Expenditures	FY 1999/2000 Variance	FY 2000/2001 Budget
Federal Funds	\$	\$	\$	\$
State Funds	\$	\$	\$	\$
Local Funds	\$	\$	\$	\$
In Kind	\$	\$	\$	\$
Total	\$	\$	\$	\$

10/2000

Regional/Subregional - Page 2

# Regional and Subregional Libraries for the Blind and Physically Handicapped

## PART V: OPEN HOURS AND SQUARE FOOTAGE

### A. Total annual public service hours for the reporting year:

Using scheduled hours as a guide, subtract known closed days or weeks, both scheduled and unscheduled, to derive a realistic annual total hours open figure for your library during the reporting year.

### B. Total square footage:

Report the total square footage of the subregional facility used for library purposes.

## PART VI: LIBRARY READERSHIP

Michigan citizens who are registered to receive subregional library service.

## PART VII: LIBRARY COLLECTIONS

For each category, report the number of physical units (items) owned at the end of the reporting year. Complete every box, leave no box blank. Enter "0" (zero) if none. If exact amount is unknown, enter an estimate. Items which are packaged together as a unit, e.g. two compact discs, two films, or two video cassettes, and which are generally checked out as a unit, should be counted as one physical unit.

	Provided by the National Library Service (NLS)	Provided by other than NLS
Braille Materials	<input type="text"/>	<input type="text"/>
Descriptive Video	<input type="text"/>	<input type="text"/>
Large Print Materials	<input type="text"/>	<input type="text"/>
Materials in Electronic Format	<input type="text"/>	<input type="text"/>
Recorded Cassettes	<input type="text"/>	<input type="text"/>
Recorded Discs	<input type="text"/>	<input type="text"/>
Total: Total units at year end in subregional library collections.	<input type="text"/>	<input type="text"/>

## PART VIII: LIBRARY SERVICES

Complete every box, leave no box blank. Enter "0" (zero) if none. If exact amount is unknown, enter an estimate. If an actual count of the data element is unavailable, determine an annual estimate by an actual count during a typical week in October and multiplying the count by 52. A "typical week" is a time that is neither unusually busy or unusually slow. Avoid holiday times, vacation periods for key staff, or days when unusual events are taking place in the community or the library. Choose a week in which the library is open its regular hours. Include seven consecutive calendar days, from Sunday through Saturday (or whenever the library is usually open). This technique can be used to estimate library visits and circulation transactions.

### A. Library Visits:

The total number of persons entering the library for whatever purpose during the year.

### B. Program Attendance:

Total number of programs offered during FY 1999/2000.

Estimated total attendance.

### C. Total Circulation:

The total annual circulation of all subregional library materials of all types, including renewals. Count all materials in all formats that are charged out for use outside the library. Interlibrary loan transactions included are only items borrowed that are then circulated to users. Do not include items checked out to another library.

The person signing the form must be an authorized official of the regional/subregional library who can be held accountable for the information on the form. The regional/subregional library's fiscal agent as well as the main library director must also sign the form. In the event of a state aid audit, the authorized official will be contacted. **Reports that are not signed are returned for signature. Signature must be original signature - signature stamps will not be accepted.**

Regional/Subregional Librarian Signature

Date

Fiscal Agent Signature

Date

Main Library Director

Date

## GUIDELINES:

Section 652. The appropriation in section 108 to the Library of Michigan, for subregional state aid, shall not be expended unless the local unit of government agrees to not reduce local support below the level of local support expended for subregional library services in the local unit of government's immediately preceding fiscal year. A reduction in local expenditures that equally affects all agencies within a local unit of government shall not be interpreted as a replacement of local financial or in-kind support with state aid funds.

Section 653. The appropriation in section 108 to the Library of Michigan, for a subregional library, shall not be released until a budget for that subregional library has been approved by the Library of Michigan for expenditures for library services directly serving the blind and persons with disabilities.

Return this completed form to:

Library of Michigan - Business Services Division  
717 W. Allegan  
PO Box 30007  
Lansing, MI 48909-9775